

**SUMMARY OF THE
ACCREDITING AUTHORITY COMMITTEE MEETING
FEBRUARY 7, 2001**

The Accrediting Authority Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, February 7, 2001 at 2:00 p.m. Eastern Standard Time (EST) by teleconference. The meeting was led by its chair, Mr. Louis Johnson of the Louisiana Department of Environmental Quality. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss the distributed agenda items.*

INTRODUCTION

Mr. Johnson began the meeting by welcoming those in attendance to the teleconference. He then asked for comments/edits for the minutes from the last teleconference which was held on January 24, 2001. Only one comment was forthcoming and that concerned updating a committee members' email address in Attachment B. The minutes from the last teleconference will be forwarded for posting on the NELAC Website.

CONFLICT RESOLUTION CLEARINGHOUSE

For Chapter 6 of the NELAC Standard, Mr. Scott Hoatson had authored proposed language changes in regards to resolution process outline and binding language as to the finality of the decisions made through such a process. The proposed changes affect Section 6.10 of the accepted NELAC Standard and will bump the current section "6.10 Appealing Decisions to Deny or Revoke NELAP Recognition" to be renumbered as Section 6.11. The committee was in agreement concerning the intent of the proposal and will provide edits to Mr. Hoatson and Mr. Johnson expeditiously to ensure that the proposed language will be finalized before the March 19, 2001 deadline for the submission of changes to the NELAC Standard. Mr. Johnson will forward the revised proposed language to all committee members for discussion at the next scheduled teleconference.

PROPOSED CHANGES TO CHAPTER 6 FROM ON-SITE ASSESSMENT COMMITTEE

Mr. Johnson opened the next topic for discussion by asking whether all committee members had reviewed the proposed changes to Chapter 6 from Mr. Bill Ingersoll, Chair of the On-site Assessment Committee. All agreed that they were prepared to offer comments and discuss the proposed language changes. The essence of Mr. Ingersoll's proposed changes improve uniformity in the NELAC Standard concerning the requirements for the National Environmental Laboratory Accreditation Program (NELAP) recognition of an Accrediting Authority. The committee discussed each of the five comments offered by Mr. Ingersoll and found minor editorial changes to be necessary. Mr. Johnson made notes for an edit compilation of the changes the committee discussed and agreed upon. Mr. Johnson will finalize the committee's modifications to the proposed language and forward a redline/strikeout version of the document to each committee member prior to the next scheduled teleconference for discussion and final acceptance.

QMP DOCUMENT FOR NELAP

Mr. Johnson requested an update on any progress made towards the development of Standard Operating Procedures (SOP) documents for the NELAP accreditation process. Mr. Jeff Flowers explained that business-related priorities had impeded his progress and he would ask for assistance from both Ms. Roxanne Robinson and Mr. Steve Arms in order to get a draft document to the committee by the next scheduled teleconference, if possible.

DEVELOPMENT OF DRAFT QUESTIONNAIRE

The draft questionnaire for the evaluation of consistency in NELAC on-site assessments was forwarded to all committee members by Mr. Johnson. The committee discussed the draft questionnaire and proposed multiple choice answers for most questions which provide guidance as to the answer format sought through such a questionnaire. The committee members discussed all ten questions on the proposed questionnaire and agreed on proposed modifications to the draft document. Mr. Johnson and Mr. Hoatson will schedule time in the interim to further progress on the final draft for the consideration of the committee.

DRAFT QUESTIONNAIRE TO CURRENT ACCREDITING AUTHORITIES

The committee discussed the draft questionnaire developed for the first set of recognized NELAP accrediting authorities. The purpose of this questionnaire is to generate feedback on uniformity of on-site inspections, and document submittal requirements as well as questions dealing with auditor evaluation from those accrediting authorities which have been audited. The committee discussed and agreed to add multiple choice answers to some of the questions, to add quantity prompts to appropriate questions, modified the wording of some of the questions, and created questions that address areas not covered in the draft proposal. Mr. Johnson and Mr. Hoatson will finalize the edits and modifications to the Accrediting Authority Questionnaire and forward the revision onto all committee members for discussion at the next scheduled teleconference.

FUTURE TELECONFERENCES

Mr. Johnson reminded those present at the meeting of the next Accrediting Authority teleconference. The scheduled date and time for that meeting is February 21, 2001 at 2:00 p.m. Eastern Standard Time (EST).

ADJOURNMENT

Mr. Johnson summarized the progress from the meeting, reminding all members of their tasks and impending deadlines. He then called for any further discussion of old business or any new topics for the committee's consideration. No further discussion was initiated so Mr. Johnson adjourned the meeting after thanking those in attendance.

**ACTION ITEMS
ACCREDITING AUTHORITY COMMITTEE MEETING
FEBRUARY 7, 2001**

Item No.	Action	Date to be Completed
1.	Mr. Johnson and Mr. Hoatson will revise the proposed language changes to Chapter 6 for the formation of a conflict resolution clearinghouse and forward the revision to the committee for discussion at the next teleconference.	2/21/01
2.	Mr. Flowers, Ms. Roxanne Robinson and Mr. Steve Arms will begin preparing a draft QMP document to the committee for discussion at the next teleconference.	2/21/01
3.	Mr. Johnson and Mr. Hoatson will finalize the existing draft for a NELAC On-Site Assessment Questionnaire for discussion at the next scheduled teleconference.	2/21/01
4.	Mr. Johnson and Mr. Hoatson will finalize the existing draft of the Accrediting Authority Questionnaire for discussion at the next scheduled teleconference.	2/21/01
5.	Mr. Johnson will prepare a redline strikeout version of the proposed changes from Mr. Ingersoll and the On-Site Assessment Committee and subsequent Accrediting Authority Committee modifications to Chapter 6 language concerning uniformity in requirements of NELAP recognized accrediting authorities.	2/21/01

**PARTICIPANTS
ACCREDITING AUTHORITY COMMITTEE MEETING
FEBRUARY 7, 2001**

Name	Affiliation	Address
Johnson, Louis Chair	LA Department of Environmental Quality	T: (225)765-2405 F: (225)765-2408 E: louis_j@deq.state.la.us
Baker, Paul (Absent)	PA Dept. Of Environmental Protection, Bureau of Laboratories	T: (717)783-1978 F: (717)783-1502 E: baker.paul@dep.state.pa.us
Cusick, William (Absent)	American Association of Pest Control Officials	T: (916)262-1434 F: (916)262-1572 E: wcusick@cdfa.ca.gov
Flowers, Jefferson	Flowers Chemical Laboratories, Inc.	T: (407)339-5984 F: (407)260-6110 E: jeff@flowerslabs.com
Glick, Ed	USEPA/OW/OGWDW-TSC	T: (513)569-7939 F: (513)569-7191 E: glick.ed@epa.gov
Hoatson, Scott	Del Mar Analytical	T: (949) 261-1022 F: (949) 261-1228 E: shoatson@dmalabs.com
Krisztian, George	State of Michigan - Dept. of Env. Quality	T: (517)335-8812 F: (517)335-9600 E: krisztig@state.mi.us
Mertens, Sharon (Absent)	STL Austin	T: (512) 310-5236 F: (512) 244-0160 E: smertens@stl-inc.com
Robinson, Roxanne (Absent)	A2LA	T: (301) 644-3208 F: (301) 622-2974 E: rrobinson@a2la.org
Arms, Steve	Florida Dept. of Health, Env. Lab. Cert. Program	T: (904)791-1502 F: (904)791-1591 E: steve_arms@doh.state.fl.us
Ennis, Todd (Contractor Support)	Research Triangle Institute	T: (919)541-7226 F: (919)541-7386 E: jte@rti.org